

049001/90

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ACCOUNTS PAYABLE SUPERVISOR

DEFINITION

Under general supervision, to supervise and participate in the maintenance of the Accounts Payable System; to prepare regular special reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Examine, reconcile, balance and adjust accounts payable records including encumbrance of purchase orders, and audit of accounts payable warrants/checks.
- Prepare and audit materials requiring analyses of supporting documentation insuring that all entries and adjustments are properly in the system.
- Identify and resolve problems and inconsistencies, determining corrective entries involved in maintaining accounting controls.
- Answer questions and advise on procedures in preparing accounting transactions.
- Monitor annual and one-time purchase orders to ensure that predetermined guidelines are being followed.
- Supervise, train, and evaluate subordinates.
- Monitor signature verification procedures.
- Coordinate accounts payable activities with other City departments, divisions and sections.
- Provide training to other City departments as necessary and develop necessary training materials.
- Determine that the supporting records are logically sequenced to provide timely, accurate responses to interested users.
- Process preliminary notices, stop notices and liens as required.
- Maintain proper customer relations with vendors.
- Utilize a micro or mini computer to carry out assigned clerical functions as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of bookkeeping, especially as it relates to the accounts payable system.
- Modern office methods, practices, and equipment.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Prepare a variety of regular and special financial and statistical reports related to accounts payable.
- Determine payments to vendors are in accordance with the policies of the City.
- Make arithmetic calculations accurately and rapidly.
- Operate a computer CRT terminal, calculating machines, and other common office equipment.
- Supervise, train, and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the Completion of twelfth grade, including or supplemented by courses in bookkeeping.

Experience: Five years' experience maintaining accounts payable and/or related accounting records.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM:

TO: